



Albemarle Ballet  
THEATRE

## 2021 – 2022 Handbook & Policies

September 1, 2021 Revision

### Table of Contents

REGISTRATION .....	2
PAYMENTS AND BILLING.....	2
TUITION .....	3
COVID PROTOCOLS.....	3
DROP-OUT .....	4
LEVEL PLACEMENT .....	4
CLASS SIZES.....	4
ABSENCES & MAKE-UP CLASSES .....	5
INCLEMENT WEATHER & SCHOOL CLOSINGS .....	5
PRIVATE LESSONS/COACHING .....	5
DROP-OFF AND PICK-UP .....	5
PARKING LOT .....	6
SCHOLARSHIPS & WORK STUDY.....	6
CLASS SCHEDULE.....	7
2021-2022 CALENDAR.....	7
PERFORMANCES .....	8
PERFORMANCE FEE.....	8
CLASS ATTIRE .....	9

5798 Three Notch'd Rd • Crozet, Virginia, 22932 • **Mailing:** P.O. Box 805 • Crozet, VA • 22932  
(434) 823-8888 • [Info@abtdance.org](mailto:Info@abtdance.org) • [www.abtdance.org](http://www.abtdance.org)

## Registration

Once you complete online registration and enroll in a class you are automatically enrolled in monthly auto-pay unless you have notified the ABT office of another preferred form of payment. If you decide not to continue after the first class, please email [Jennifer@abtdance.org](mailto:Jennifer@abtdance.org) right away and we will refund any applicable payments made on your account.

All students will pay a non-refundable registration fee of \$25 per student for the school year. A separate registration fee is charged for the Summer Session. All registration fees are waived for multi-student families; please note that your account will be credited within one billing cycle.

Current ABT students will be offered early registration at the start of a new school year or the Summer Program. Once registration is opened to the public, all classes are first-come first-served. If you miss early registration and a class is full, you will be waitlisted. All waitlisted ABT students will be prioritized. New students should contact the office regarding level placement.

Creative Movement & Exploring Ballet: Registration is for 7 or 8-week sessions and tuition is non-refundable once the session has started. Make-ups are not offered for missed classes for these levels, however, if a class is canceled a make-up class will be offered.

Ballet IA – IB, Tap & Hip Hop: Registration will be by the semester. Early enrollment for the Spring semester will be offered through October 15, 2021. If notice is not received by that date your dancer's spot in the class will not be reserved in the Spring semester and registration will be first-come first-served. Make-ups are not offered for missed classes for these levels, however, if a class is canceled a make-up class will be offered.

Ballet IIA – Advanced: Registration is for the school year, August 2021 – May 2022. Classes dropped after October 15, 2021, will carry a drop-out fee. Please see the Drop-out and Make-up sections below for more details.

## Payments and Billing

All tuition is billed monthly, excluding 7 or 8-week sessions and Summer Camps which are billed in full at the time of enrollment. If you would like to pay in full, cash, or check, please email [Anna@abtdance.org](mailto:Anna@abtdance.org). Tuition will be posted on the 1st of the month and cards on file will be charged on the 15th for the following month's tuition.

ABT requires a credit or debit card to be kept on file at the time of registration. All payment information is completely secure through *SafeSave Payments*. If an alternative form of payment is preferred but we have not received it by the 15th of the month, your

card on file will automatically be charged. Any declined forms of payments will carry a fee of \$25.00. Late payments will carry a fee of \$25 for accounts past due; each month incurs a separate late fee.

ABT accepts: Cash, Checks, Bank Draft, Visa, American Express, and MasterCard. If you choose to pay by Bank Draft, please ensure you have sufficient funds in your account! If the payment is returned due to insufficient funds, you will be charged a fee from SafeSave, your bank, and ABT. When making a payment by cash or check, please include the Dancer's first and last name in the memo of your check. Write checks to Albemarle Ballet Theatre and drop off or mail to: *P.O. Box 805, Crozet, VA 22932.*

## Tuition

Monthly class rates listed below are based on a 4-week month. All tuition is non-refundable. To request your total tuition per semester, please contact [Anna@abtdance.org](mailto:Anna@abtdance.org). For students taking multiple classes, a 10% discount will be applied for each additional class beyond the first.

*Monthly Tuition Rates	
30 Minute Class	\$68
45 Minute Class	\$72
1 Hour Class	\$75
1.25 Hour Class	\$80
1.50 Hour Class	\$85

\*Monthly rates will vary depending on the number of classes offered in a given month.

### Creative Movement Tuition

7-Week Session: \$119  
8-Week Session: \$136

### Exploring Ballet Tuition

7-Week Session: \$126  
8-Week Session: \$144

### Theatre Tuition

4-Week Session: \$85

## Covid Protocols

Please review our [Health & Safety Plan](#). All students will be required to fill out a [Health & Safety Agreement](#) form before their first class.

Anyone who enters the building ages 3 and over, regardless of vaccination status, **MUST** wear a mask over their nose and mouth at all times.

## Drop-Out

Please send written notice to [Jennifer@abtdance.org](mailto:Jennifer@abtdance.org) if you wish to withdraw from a class. Students who stop coming to class will continue to be billed until they officially withdraw. Notice cannot be retroactive. Please allow 24 hours for notice to be processed to avoid being charged for the final class.

### Ballet IA – IB, Tap & Hip Hop

Written notice must be given if you would like to drop a class. Prorated tuition will be calculated based on the drop-out date provided in writing.

### Ballet IIA – Advanced

Written notice must be given prior to October 15th if you would like to drop a class. Any classes dropped after October 15th will be subject to a drop-out fee of \$50 per student for the first class and \$25 for each additional class. Prorated tuition will be calculated based on the drop-out date provided in writing.

## Level Placement

Level placement is determined by ABT Owner & School Director, Sally Hart, and Artistic Director, Veronica Piller. When placing students, we consider age, experience, maturity, physical ability, and attendance. Your teachers carefully consider which level will best suit each student as we believe that proper placement is crucial to the growth, success, and experience of the dancer and their classmates. We consider the entire class dynamic in order to create a balanced environment where the students can thrive. For more information click [here](#). Contact us at [Info@abtdance.org](mailto:Info@abtdance.org) to set up Level Placement for new and returning students.

## Class Sizes

We are a small studio and pride ourselves on offering the highest level of training. We prioritize quality over quantity. Because of this, all classes have limited openings to ensure the best-individualized attention.

ABT has a minimum enrollment policy of 5-students per class. If minimum enrollment is not met by the end of the third week of classes, ABT may cancel the class and provide alternative options. A full refund of any unused tuition will be issued if a class is completely canceled.

If 3 or fewer students are present for a class, the class time will be shortened, and parents/guardians will be notified at the start of class.

## Absences & Make-up Classes

Please enter future absences in your Portal. Refunds or credits are not given for missed classes.

### Ballet IIA - Advanced

Make-up classes may be approved and scheduled with [Jennifer@abtdance.org](mailto:Jennifer@abtdance.org) for the same or a lower level. All make-up classes must be fulfilled within the same semester, after which the class is forfeited and does not carry over into the following semester. If you miss a class you are resuming the risk that a make-up class may not be available, based on class size and level. While we strive to offer make-ups, we cannot guarantee there will be an available option.

## Inclement Weather & School Closings

Should the school be closed due to inclement weather, students are welcome to schedule make-up classes with the office. If there are multiple weather-related class cancellations made by ABT in a session, and the class cannot be made up in another existing class, a separate make-up class will be added to the calendar. ABT does not offer refunds for cancelled classes.

ABT does not always follow the Albemarle County Public School's decisions on closing for weather-related emergencies. ABT will notify families as soon as possible if the school will close. ABT follows the ACPS Calendar for Thanksgiving, Winter, and Spring Breaks.

## Private Lessons/Coaching

Private lessons can be scheduled with the office and are billed at \$100/hour. ABT also offers duets, trios, quartets, and quintets subject to availability. Email [Info@abtdance.org](mailto:Info@abtdance.org) for pricing and scheduling.

## Drop-off and Pick-up

Creative Movement - Ballet IIB: One parent/caregiver should walk their dancer into the building and drop them off in the waiting area outside the studio. Dancers in these levels will not be allowed to leave the building alone.

Creative Movement – Exploring Ballet ONLY: One parent/caregiver may remain in the waiting area during class so long as you adhere to ABT's Health & Safety Plan.

Anyone entering the building must wear a mask, regardless of vaccination status. Please enter and exit using the door on the side of the building that correlates to your class.

Students must be picked up at the end of class or rehearsal. If you will be a few minutes late please email the instructor and [Info@abtdance.org](mailto:Info@abtdance.org). **We cannot guarantee that a staff member will be available to supervise your child**, and ABT is not liable for the safety of the students once their class or rehearsal has ended. A \$15 fee will be charged for frequent or excessively late pick-ups.

Students should wear clothing and street shoes over their leotards and tights upon entering and exiting the school

ABT must have prior notification if someone other than the parent/guardian is picking up the dancer.

## Parking Lot

For prompt drop-off and pick-up please use the designated drop-off zone at the bottom of the stairs. If your dancer is not ready please pull into a parking spot.

The ABT parking lot is also shared with the other shops on Three Notched road. Please be mindful that the parking lot is small and can be difficult to find parking and maneuver vehicles. To help cut down on traffic please do not idle your car in the parking lot if you are waiting during class time.

## Scholarships & Work Study

Scholarships are provided by Studio For The Performing Arts (SFTPA) a 501(c)3 non-profit organization. The goal of SFTPA's scholarship program is to ensure that all qualifying students, regardless of their economic status are given the opportunity to study dance in a professional school. Scholarships are based on financial need. Please note that SFTPA only grants partial scholarships.

ABT offers a Work-Study program, subject to availability. Work-Study may be completed by students aged 16-years and older or family members, and applicants must be fully vaccinated. Application forms are available [here](#).

## Class Schedule

Monday	Tuesday		Wednesday		Thursday	Friday		Saturday
Studio I	Studio I	Studio 2	Studio I	Studio 2	Studio 2	Studio I	Studio 2	Studio I
					<b>3:15 – 3:45</b> Creative Movement Ages 2-3			<b>10:15 – 11:00</b> Exploring Ballet
<b>4:45 – 5:45</b> Modern II/III	<b>4:45 – 6:15</b> Ballet IV	<b>5:00 – 6:00</b> Intro to Tap Ages 7-11	<b>4:00 – 5:00</b> Ballet IA Ages 5-7	<b>4:30 – 5:30</b> Intro to Hip Hop 2 Ages 12+	<b>4:00 – 5:00</b> Ballet IA Ages 5-7	<b>4:00 – 5:00</b> Ballet IB	<b>4:30 – 5:45</b> Ballet IIB	<b>11:15 – 12:15</b> Ballet IA Ages 5-7
<b>6:00 – 7:30</b> Advanced II	<b>6:15 – 7:30</b> Jazz II/III	<b>6:15 – 7:15</b> Intro to Modern & Jazz	<b>5:30 – 7:00</b> Advanced I	<b>5:45 – 6:45</b> Intro to Hip Hop Ages 7 – 11		<b>5:30 – 6:30</b> Ballet IIA	<b>6:00 – 7:00</b> Pointe I	
<b>7:30 – 8:30</b> Pointe III		<b>7:45 – 8:45</b> Intro to Tap 2 Ages 10+	<b>7:00 – 8:00</b> Pointe II	<b>7:00 – 8:30</b> Ballet III	<b>7:00 – 8:30</b> Theatre Ages 11+	<b>7:00 – 8:30</b> Ballet IV		

## 2021-2022 Calendar

August 30	Classes begin
September 6	Closed for Labor Day
November 22 – 27	Closed for Thanksgiving Break
December 11 - 12	Holiday Presentation
December 13 – January 2	Closed for Winter Break
January 3	Classes Resume
April 4 - 9	Closed for Spring Break
April 30	Last day of classes Spring Semester
May 4 - 7	Spring Gala at PVCC (levels TBD)

### Creative Movement and Exploring Ballet Sessions

Fall Session 1: (7-weeks) 9/4/21-10/16/21  
 Fall Session 2: (7-weeks) 10/23/21 - 12/11/21  
 Spring Session 1: (8-weeks) 1/8/21 – 2/26/21  
 Spring Session 2: (8-weeks) 3/5/21 – 4/30/21

### **Theatre 4-Week Sessions:**

Fall Session 1: 9/2, 9/9, 9/16, 9/23

Fall Session 2: 9/30, 10/7, 10/14, 10/21

Fall Session 3: 10/28, 11/4, 11/11, 11/18

Spring Session 1: 1/6, 1/13, 1/20, 1/27

Spring Session 2: 2/3, 2/10, 2/17, 2/24

Spring Session 3: 3/3, 3/10, 3/17, 3/24

Spring Session 4: 3/31, 4/14, 4/21, 4/28

## **Performances**

We will have a small holiday presentation in ABT's Whitebox Theatre and a Spring Gala at PVCC. Classes and levels for both performances will be announced at a later date. Tickets can be found online [here](#). Participation in the performances is voluntary and is not required. In order to participate, students must attend their regular classes with minimal absences in order to maintain technique and stamina during rehearsal periods.

### **Rehearsal Absences:**

Ballet IB – IIB: 2-allowed absences (includes illness and family events). Excessive absences will be reviewed, and role may be subject to recasting.

Ballet III – Advanced: 2-allowed absences (including illness and family events). If student misses more than 2 rehearsals, role may be re-cast and understudy may be put into the role. Student may not be permitted to perform for excessive absences.

## **Performance Fee**

Performance fees will be announced with other production information closer to the start of each semester. A one-time performance fee will apply per-student, per-production. This fee includes all rehearsals, warm-up classes, costumes, and a downloadable video of the performances. This fee does not include tickets which are an additional cost.

Please note that all productions are presented by Studio For The Performing Arts, a 501(c)3 non-profit organization. These professional, affordable, family-friendly productions would not be possible without the support of the ABT family volunteers.

We require one parent/guardian of student(s) performing to volunteer, or if preferred pay a voluntary opt-out fee of \$100 so that we may hire a replacement. Please note that some positions may require you to sign-up for a second position due to having a shorter time commitment.



## Class Attire

*Girls' hair should be worn up and in a neat bun or french twist. Dancers with short hair must pin back bangs or wear a headband. Boys' hair should be neat and not fall into the eyes, longer hair should be pulled back in a ponytail. No jewelry other than stud earrings. Please wear clean dance clothes and shoes in good repair.*

### Exploring Ballet

Girls Attire: Pink leotard, Pink tights, Pink ballet slippers. Skirts may be worn if skirt is sewn into leotard.

Boys Attire: Comfortable black shorts or black tights, fitted white tee-shirt, black ballet slippers.

### Ballet IA-Ballet IV

Girls Attire: Black leotard, Pink tights, Pink ballet slippers.  
Ballet II and higher: Colored waistband (no black)  
Short skirts allowed at the teacher's discretion

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

### Advanced Ballet

Girls Attire: Leotard color of your choice, Pink tights, Pink ballet slippers, and Colored waistband (no black).  
Short skirts allowed at the teacher's discretion

Boys Attire: Black tights, fitted white t-shirt without logo or graphics, white socks, black ballet slippers.

### Jazz/Modern/Contemporary/Hip-Hop/Tap (all levels)

Athletic attire that can include any of the following: T-shirt, athletic shirt, leotard, jazz pants, tights, leggings, shorts. Bare feet for modern classes. Jazz shoes for jazz classes. Tap shoes for tap classes. Sneakers for Hip Hop.